Bureau for Humanitarian Assistance

Annual Reporting Guidance

Resilience Food Security Activities (RFSA)

Fiscal Year 2021

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Acronyms

AAMP	Application and Award Management Portal
ADS	Automated Directives System
AOR	Agreement Officer's Representative
AR	Annual Report (BHA)
ARR	Annual Results Report (legacy FFP)
ART	Award Results Tracker
BEHT	Bill Emerson Humanitarian Trust
BHA	Bureau for Humanitarian Assistance
DFSA	Development Food Security Activity
DEC	USAID Development Experience Clearinghouse
DDL	USAID Development Data Library
DNA	Disaggregates Not Available
FFP	Office of Food for Peace
FFW	Food for Work
FTF	Feed the Future
FY	Fiscal year (October 1 – September 30)
IDA	International Disaster Assistance
IDP	Internally Displaced Person
IPTT	Indicator Performance Tracking Table
LOA	Life of Award
LRIP	Local, Regional, and International Procurement
NGO	Non-governmental Organization
PRT	Partner Reporting Tool
PVO	Private Voluntary Organization
R	Required
RFSA	Resilience and Food Security Activity
RiA	Required if Applicable

Purpose of This Guidance Document

The purpose of this document is to describe and outline the annual reporting requirements mentioned in [BHA Guidance for Monitoring, Evaluation, and Reporting for Resilience Food Security Activities](#) (RFSA) . This document does not introduce new reporting requirements but provides a quick reference resource for recipients preparing for RFSA annual reporting.

Please note:
- BHA RFSA reporting requirements remain the same as legacy FFP Development Food Security Activities (DFSA). Therefore, **this document will use the term RFSA for RFSAs and DFSAs, unless the guidance discusses something specific to DFSAs.**
- BHA will use the term **AR** for Annual Report, which replaces the legacy FFP term **ARR** (Annual Results Report).

Why Report to BHA

Annual reporting assists BHA with: (1) understanding, assessing, and managing the performance of BHA activities; (2) meeting statutory requirements and management needs in compliance with the Government Performance and Results Act Modernization Act (GPRAMA) of 2010 and other external policies; and (3) providing information to relevant stakeholders, such as U.S. Agency for International Development (USAID) missions and/or regional offices, the United States Government (USG) Feed the Future (FTF) Presidential Initiative, U.S. Congress, Department of State's Office of U.S. Foreign Assistance Resources, and the Office of Management and Budget (OMB). The reporting process also enables BHA to aggregate and synthesize the results and to communicate these results to the public.

Guidance Applicability

BHA requires all RFSA awards to submit an Annual Report. This guidance covers awards implemented by the U.S. and non-U.S. non-governmental organizations (NGOs), private voluntary organizations (PVOs), and private for-profit organizations that received funding from the Food for Peace Act (Title II) and/or Community Development Funds (CDF) accounts. Please note that all RFSA awards will report in BHA Awards Reporting Tracker (ART) instead of legacy FFP Partner Reporting Tool (PRT).

The AR presents progress and results for the entire reporting fiscal year (FY). The recipients must submit AR for each FY during which activities were implemented. In case of questions on reporting requirements, the recipients must refer to the specific

requirements in their respective award. Please discuss with the agreement officer's representative (AOR) to decide which components of the AR to include if your activity did not implement interventions during the reporting FY.

Final vs Annual Report Submission

BHA AORs can approve recipients to combine an AR and a Final Performance Report on a case-by-case basis. Please contact the respective BHA AOR for approval. If approved, please create a *Final Report* in Abacus ART and do not provide an annual report. AORs may use the following guidance to set the submission deadlines:

Awards ending in Q1 (Oct-Dec 2021) – Recipients must submit the FY21 AR by October 30 and submit the final report within 90 days of the award end date.
Awards ending in Q2 and Q3 – Recipients must submit the Final Performance Report instead of the AR. Please note that a final report in ART will ask for FY and LOA numbers for all indicators (see direct data entry section in this document). The Final Report will be due within 90 days of the award end date.
Awards ending in Q4 (Oct-Dec 2021) – Recipients must submit the Final Report no later than October 30 (the AR due date).

Key Dates and Resources

1. The AR submission is due on October 30. If October 30 lands on the weekend, the due date would fall on the last business day in October. In FY21, the due date is, therefore, **October 29.**
2. Please submit all BHA and legacy FFP/OFDA award FY21 Annual Reports in **Abacus/ART**.
3. Legacy FFP recipients, please note that BHA has discontinued the Partner Reporting Tool (**PRT**).

BHA Resources

Resource Name with link	Who to contact at BHA, if needed
BHA *Partner with Us - RFSA* webpage for all BHA RFSA resources	Respective BHA AOR
BHA Pipeline and Resource Estimate Proposal (PREP) Guidance	
BHA Guidance for Monitoring, Evaluation, and Reporting for RFSAs	Respective BHA AOR and M&E Advisor
BHA Performance Indicator Handbook	
BHA IPTT Template	
ART software issues or Questions on ART reference guides	BHA Support bhasupport@usaid.gov

USAID DEC and DDL Requirements

1. Please submit the AR documents to the DEC within 30 days of AOR approval. Please refer to USAID ADS 540, DEC, and/or the AOR for more information.
2. Unless a recipient obtains a waiver from BHA for a specific award, they must upload all BHA-approved baseline/final evaluation reports and any research reports completed during the reporting FY to the USAID Development Experience Clearinghouse (DEC), even when third-party firms conduct these activities. BHA will approve baseline/evaluation reports when they are submitted as 'Baseline' or 'Evaluation' reports in ART, which is separate from AR.
3. After submitting the BHA-approved baseline/final evaluation reports to the DEC, please provide the link of the uploaded document(s) in ART Baseline or Evaluation reports.
4. Unless a recipient obtains a waiver from BHA for a specific award, they must upload all created or collected machine-readable and non-proprietary format data to the Development Data Library (DDL). This includes datasets produced by the recipient and their sub-recipients/contractors. For BHA emergency awards, this may include, but is not limited to, post-distribution monitoring data, food security monitoring survey data, and baseline/endline/evaluation survey data (if relevant) collected during the reporting FY.

ART - Award Results Tracker

Starting from April FY21, please submit all BHA, legacy FFP, and legacy OFDA reports in the Award Results Tracker (ART). Legacy OFDA recipients have already been using ART, but this is a new system for legacy FFP recipients who reported in the Partner Reporting Tool (PRT) for FY19 and 20. Please note that BHA has discontinued PRT.

For detailed guidance on ART user interface, please use **ART reference guides** by clicking the **'help'** button on the top right when logged into BHA ART. The reference guides contain screenshots and step by step information on how to navigate ART.

FY21 Annual Report Package

A complete AR package will include required and applicable documents for uploading and direct data entry in ART, as listed below. All reporting components are applicable for annual and final reporting.

Documents to Upload	Direct Data Entry
REQUIRED Annual Narrative Report IPTT **REQUIRED if APPLICABLE** Baseline, Evaluation, Assessments, and Research Reports **Recommended** Humanitarian Stories (formerly Success Stories)	**REQUIRED** Unique Award level beneficiaries Performance Indicators **REQUIRED if APPLICABLE** Modality Actual Tables (for both Annual and Final Report) Evaluation indicators (as a separate report in ART)

(Deviation Narrative - Provide deviation narrative in ART (comment box) for each indicator where the FY reached value is +/- 10 percent of the FY target value.)

ART Direct Data Entry

Though ART has a comprehensive set of reference guides, BHA highlights key aspects of the FY21 data entry and report submission process in ART, in the following section.
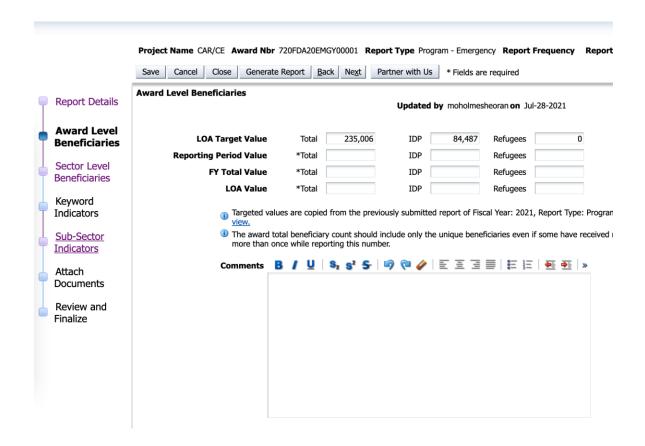
Report creation and submission process

Please log into BHA [Application and Award Management Portal (AAMP)](#) using the *login.gov* credentials that all recipients have. Please navigate to Awards Results Tracker (ART).

1. Navigate to the ART dashboard;
2. Locate your award number;
3. Click on the *Create New Report;*
4. Select *Program-RFSA* and ***Reporting Year == 2021***
5. Select ***Annual Report***
6. You will notice a list of applicable report components on the left side of the screen.
7. Each report component is intuitively named. For example, *Award Beneficiaries* shows a screen that allows recipients to provide award level beneficiary data.
8. Once you have provided data for all components, navigate to the *Review and Finalize* component and submit the report
9. Please refer to the following screenshot to familiarize yourself with the annual reporting user interface.

Note:
- RFSA awards do not need to report on **Sector Level Beneficiaries** and **Keyword Indicators.**
- While reporting award level beneficiaries, RFSA awards should report only FY and LOA values.
- **Modality and LRIP Tables** are required if applicable, and only for the Final Reporting.

Award Level Beneficiaries					
				Updated by moholmesheoran on Jul-28-2021	
LOA Target Value	Total	235,006	IDP	84,487	Refugees	0
Reporting Period Value	*Total		IDP		Refugees	
FY Total Value	*Total		IDP		Refugees	
LOA Value	*Total		IDP		Refugees	

Targeted values are copied from the previously submitted report of Fiscal Year: 2021, Report Type: Program view.

The award total beneficiary count should include only the unique beneficiaries even if some have received more than once while reporting this number.

<mark>Performance</mark> Indicators in ART

Like the Emergency awards, ART will not pre-populate indicators for RFSA awards. Please select relevant indicators at the time of reporting. Please note that BHA has updated the RFSA indicator alphanumeric numbering system such that:

- Monitoring (M) indicators are labeled as Performance Monitoring (PM) indicators and have alphanumeric tags beginning with the letters "PM," e.g., "PM01."
- Baseline/Evaluation (BL) indicators are labeled as "BL", e.g. "BL01."

Deviation Narrative – Provide deviation narrative in ART (comment box) for each indicator where the FY reached value is +/- 10 percent of the FY target value.

Unique Beneficiaries

For the Award Level Beneficiaries reporting section, please avoid double counting and report only the unique count of beneficiaries for an award. RFSA beneficiary count screen will ask for both the FY and LOA. Please report unique counts for both. RFSA/DFSA awards do not need to report on **Sector Level Beneficiaries.**

Documents to Upload

AR Narrative Report

BHA has a recommended template (Annex B of this document) for the AR Narrative Report. BHA encourages all recipients to use this template for both the Annual Report and the Final Report. The AR narrative comprises the analysis of successes and challenges faced in activity implementation during the reporting FY, and their effects on the award performance. The narrative should include a reflection on lessons learned, and how that learning will inform current/future interventions, for example, revising targets. Please refer to Annex B for the detailed template.

Indicator Performance Tracking Table (IPTT)

Please include a complete IPTT with indicator results for the reporting FY. Please include FY targets and actuals for each disaggregated indicator. Please include targets for the next three future FYs. For example, an IPTT submitted for FY 2021 would include targets for FY 2022, 2023, and 2024. Please include the targets for the remaining years and LOA if your activity has less than three years left in the awards life period. Please ensure no discrepancies in the data reported across the narrative, IPTT and AR Monitoring Indicator Section.

Note: BHA regularly makes changes in standard indicators. Please refer to Annex D of this document to see the most recent changes.

IPTT Indicator Data Collection Method Descriptions
Recipients should summarize data collection methods (routine monitoring or annual surveys), the timing of collection, data processing and data analysis. If using a survey, please describe the sampling strategy and sample weighting process. For indicators presented as percentages, please report the number of activity beneficiaries, sites, and/or households sampled for each indicator.

Baseline/Evaluation, Assessments and Study Reports

As part of the AR, please submit recipient self-conducted or third party conducted baseline/final evaluation (when applicable), final comprehensive activity report with all annexes, and any assessment, study, or research such as internal DQA, gender assessment etc, during the reporting FY. If the reports are not finalized and approved by BHA at the time of AR submission, please provide a note in the AR narrative that these activities were conducted during the FY and request to modify the AR and upload.

Humanitarian Stories (*formerly Success Stories*)

As per USAID guidance, humanitarian stories are optional; however, they are valuable in telling BHA's story. BHA encourages you to provide this input for public diplomacy and outreach purposes. Refer to the *Humanitarian Stories - Communicating Program Impacts* guidance in Annex G for further information.

Post-Submission Review Process

After a recipient submits their annual report or final report package in the ART, the following process takes place:
1. Once a recipient submits report in ART, the relevant BHA AOR will receive a notification.
2. The AOR or a designated Humanitarian Assistance Officer will lead the review process in consultation with relevant BHA advisors.
3. The AOR or a designated Humanitarian Assistance Officer will send BHA review feedback to the recipient.
4. The recipient re-submits the report within **two weeks** of receiving BHA's feedback.
5. Steps 2-5 repeat until BHA accepts the annual or final report.

Annex A: Definitions for BHA AR

Agriculture Technologies

Agriculture technologies refer to a number of techniques, tools, and practices employed in: 1) combining land, labor, capital, and knowledge to 2) produce, market, distribute, utilize, and trade 3) food, feed, and fiber products. Illustrative sustainable agriculture technologies may include, but are not limited to, low-input approaches, crop rotation, i.e., for soil fertility enhancement and/or pest management, intercropping, integrated farm systems (for example, tree-crop-fish pond-livestock systems), reforestation, water conservation and harvesting, cover cropping, green manure, effective composting, erosion control, improved seed varieties, non-invasive species, and integrated pest management. PVOs are free to define technology. One approach, however, is to say that transfer of agricultural technologies as a *package* of technologies that, when used in combination, have a proven *desired outcome*, such as increased yield or reduced soil erosion or a decrease in post-harvest losses. For instance, an Integrated Rice System is a package designed to increase rice yields that consist of five technologies: seed selection, transplanting, water control, weeding, and fertilizing. Research shows that a 50 percent increase in yield if all five technologies are used, while the use of three or four of the technologies will increase yield, but not by 50 percent.

Basic Drinking Water Service

Basic drinking water services, according to the Joint Monitoring Program (JMP), are defined as improved sources or delivery points that by nature of their construction or through active intervention are protected from outside contamination, in particular from outside contamination with fecal matter, and where collection time is no more than 30 minutes for a roundtrip including queuing. Drinking water sources meeting this criterion include piped drinking water supply on premises; public tap/stand post; tube well/borehole; protected dug well; protected spring; rainwater; and/or bottled water (when another basic service is used for hand washing, cooking or other basic personal hygiene purposes).

Basic Sanitation Facility

A basic sanitation facility service is a sanitation facility that hygienically separates human excreta from human contact, and that is not shared with other households. Sanitation facilities meeting these criteria include flush or pour/flush facility connected to a piped sewer system; a septic system or a pit latrine with slab; composting toilets; or ventilated improved pit latrines (with slab).

All other sanitation facilities do not meet this definition and are considered "unimproved." Unimproved sanitation includes flush or pour/flush toilets without a sewer

connection; pit latrines without slab/open pit; bucket latrines; or hanging toilets/latrines. Households that use a facility shared with other households are not counted as using a basic sanitation facility. All other services are considered to be "unimproved", including: unprotected dug well, unprotected spring, cart with small tank/drum, tanker truck, surface water (river, dam, lake, pond, stream, canal, irrigation channel), and bottled water (unless basic services are being used for hand washing, cooking and other basic personal hygiene purposes).

Carryover

In-kind food commodities or funds unused during a FY that are transferred to the budget or planning levels for the following financial or reporting year.

Climate Integration

Under USAID policies and procedures described in 22 CFR 216 and Mandatory Reference for ADS Chapter 201 (Climate Change in USAID Country/Regional Strategies (201mat) and Climate Risk Management for USAID Projects and Activities (201mal)), integration of climate and environmental risks in strategies, projects, and activities includes assessing and addressing climate risks and opportunities across the project life cycle. Since global drivers of climate change are already threatening natural resource-based components of food security, project managers must consider the best available climate data and adaptation measures in designing activities. How these climate stressors interact with the natural capital base upon which livelihoods depend reinforces the importance of incorporating environmental safeguards across the BHA award.

Following Mandatory Reference for ADS 201mal, USAID design teams must identify relevant climate risks, qualitatively assess them as low, moderate, or high, and determine appropriate risk management measures for those climate risks rated as moderate or high. This climate risk management (CRM) screening should be integrated throughout the environmental compliance process, including detailed coverage in a screening table and narrative within the project/activity Initial Environmental Examination (IEE). In addition, implementing partners compare relevant IPTT indicators with the approved award-level EMMP, which includes climate threats and opportunities. This comparison contextualizes IPTT indicators to local environmental baseline conditions. More information can be found in ADS 204, ADS 201mat, ADS 201mal, and in *USAID BHA's Technical Guidance for Monitoring, Evaluation and Reporting for Resilience Food Security Activities*. Details on climate change indicators and integration of climate risk management into monitoring, evaluation, learning, and knowledge management can be found here.

Communities

This is intentionally left undefined so that awards may use their own definition of what constitutes a community. A community could be a village, but it doesn't necessarily have to be. A community is meant to be a geographic grouping (e.g., neighborhood, village, or commune) and does not refer to a group of people who all have a similar characteristic, like women or farmers.

Community Capacity

In this context, community capacity refers to a community's ability to govern itself; to organize, analyze, plan, manage, problem-solve, implement actions, and represent its interests and participate in broader fora. This goes beyond targeted efforts to strengthen communities in nutrition, agriculture, infrastructure, early warning, or other topics covered elsewhere in BHA guidance.

Direct Distribution Food Aid Commodities

In-kind food commodities that are provided directly to activity beneficiaries as in-kind take home rations or for on-site feeding (versus in-kind food commodities sold for proceeds).

Direct Beneficiaries

For the purposes of reporting, direct beneficiaries are defined as individuals who come into direct contact with the set of interventions (goods or services) provided by the activity in each technical area. Individuals who receive training or benefit from activity-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Services include training and technical assistance provided directly by activity staff, *and* training and technical assistance *provided by people who have been trained by activity staff,* (e.g., agricultural extension agents, village health workers, volunteers). In a Food-for-Training activity, the direct activity beneficiaries are those trained under the program. In a Food-for-Work (FFW) or Food for Assets activity implemented as a stand-alone, (e.g., not as part of a wider set of interventions in the technical sector), direct project beneficiaries are those who directly participate in the activity, (e.g., receive a ration, not all of those who use or benefit from the infrastructure/asset created, e.g., a road). If a FFW or Food for Assets activity forms part of a set of activities in a technical sector, (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct beneficiaries include FFW beneficiaries and farmers receiving technical assistance, and the two groups may overlap.

In the case of food rations, direct beneficiaries include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations.

Direct beneficiaries do *not* include those who benefit indirectly from the goods and services provided to the project beneficiaries, (e.g., members of the household of a farmer who received technical assistance, seeds and tools, other inputs, credit, livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes.) Such individuals are considered indirect beneficiaries (see definition).

Environmental Assessment
Triggered by a positive determination as identified in the project IEE, the Environmental Assessment is a detailed study of the reasonably foreseeable significant effects, both beneficial and adverse, of a proposed action on the environment. It is preceded by a Scoping Statement, in which a thorough stakeholder consultation process with community members, government, research, private, and non-profit institutions, serves to identify significant environmental issues that need to be assessed in the study.

Environmental Mitigation and Monitoring Plan (EMMP)
An EMMP is a document that establishes the set of actions that seek to avoid, mitigate, or compensate for the reasonably foreseeable impacts of award interventions identified by an environmental impact analysis. The EMMP also sets out the indicators or criteria that will be used to monitor (1) whether the mitigation actions have been implemented, and (2) whether they are effective and efficient. The EMMP also specifies the parties responsible for these actions and the schedule for these tasks.

Exclusive Breastfeeding
Exclusive breastfeeding means that an infant received breast milk (including milk expressed or from a wet nurse) and might have received properly prepared oral rehydration solution (ORS), vitamins, minerals, and/or medicines, but did not receive any other food or liquid. A proxy measure is the percentage of children under 6 months exclusively breastfed during the day preceding the survey.

Female Empowerment

Female Empowerment is when women and girls acquire the power to act freely, exercise their rights, and fulfill their potential as full and equal members of society. While empowerment often comes from within, and individuals empower themselves, cultures, societies, and institutions create conditions that facilitate or undermine the possibilities for empowerment. More information can be found in ADS 205, Integrating Gender Equality and Female Empowerment in USAID's Program Cycle.

BHA Funding Sources – Non-Emergency Resources
Non-Emergency resources are used in Non-Emergency awards for interventions that target chronically food insecure populations. These interventions include long-term safety nets and activities to enhance human capacities, livelihood capabilities, and community resiliency and capacity. Interventions may also include disaster risk reduction and early warning activities.

Financial Services
Financial services refer to services provided by formal or non-formal groups for the management of money. This includes credit (loans), savings, and insurance schemes run by for-profit, non-profit, and governmental organizations.

Gender Analysis
A gender analysis is an analytic, social science tool that is used to identify, understand, and explain gaps between males and females that exist in households, communities, and countries, and the relevance of gender norms and power relations in a specific context. Such analysis typically involves examining differences in the status of women and men and their differential access to assets, resources, opportunities and services; the influence of gender roles and norms on the division of time between paid employment, unpaid work (including subsistence production and care for family members), and volunteer activities; the influence of gender roles and norms on leadership roles and decision-making; constraints, opportunities, and entry points for narrowing gender gaps and empowering females; and potential differential impacts of development policies and programs on males and females, including unintended or negative consequences. More information can be found in ADS 205.

Gender Equality
Gender equality concerns fundamental social transformation, working with men and boys, women and girls to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females. More information can be found in ADS 205.

Gender Equity

Gender equity is the process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. Equity leads to equality. More information can be found in ADS Chapters 200 - 201.

Gender Integration

Gender integration refers to identifying and addressing gender inequalities during strategy and program design, implementation, and monitoring and evaluation. Since the roles and power relations between men and women affect how an activity is implemented, it is essential that project managers address these issues on an ongoing basis. More information can be found in ADS 205.

Gender-Sensitive Indicators

Gender-sensitive indicators highlight to what extent and in what ways awards/activities achieved results related to gender equality and whether and how reducing gaps between males and females and empowering women leads to better resilience outcomes. Importantly, this refers not only to differences between men and women by sex disaggregation but also refers to differences by age within sexes, age and sex, and gendered household types. More information can be found in ADS 205.

Hand Washing Stations

A handwashing station refers to a designated place where household members and guests can find soap or other cleansing agents and water for washing their hands. The prevalence of households with hand washing stations with soap (or other cleansing agent) and water is a measure of progress toward improved hygiene practices.

Initial Environmental Examination

The initial environmental examination is the first review of the reasonably foreseeable effects of a proposed action on the environment. Its function is to provide a brief statement of the factual basis for a Threshold Decision as to whether an Environmental Assessment will be required.

Improved Storage Practices

Improved storage techniques are methods for storing seeds, grains, animal feed, and aquaculture products that are cost-effective and allow for long-term storage. These techniques allow a farmer to safely store excess harvest from the plot where the farmer has decision-making power for subsequent sale, consumption, and/or propagative plant material, (e.g., seeds for future planting). Improved storage techniques should minimize

post-harvest losses and maximize profits by allowing farmers to sell their products later in the season when excess product supply has diminished.

Indirect Beneficiaries

Indirect project beneficiaries are those who benefit indirectly from the goods and services provided to the direct project beneficiaries (as defined below). For example, indirect project beneficiaries include members of the household of a farmer who received technical assistance, seeds, and tools, other inputs, credit, and livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural activity necessary to increase incomes.

Local system

Local system refers to those interconnected sets of actors—governments, civil society, the private sector, universities, individual citizens and others—that jointly contribute to produce a particular development outcome. The "local" in a local system refers to actors in a partner country. As these actors jointly produce an outcome, they are "local" to it. And as development outcomes may occur at many levels, local systems can be national, provincial or community-wide. It is extremely important to work with local systems to sustain development outcomes. Examples of local systems may include market-based agriculture extension system, health services delivery system, and community-based disaster preparedness system.

Mean Depth of Poverty of the poor

Mean depth of poverty measures how deep the poverty is. The depth of poverty of the poor measures, on average, how far below a person is from the $1.90 (2011 Purchasing Power Parity - PPP) poverty threshold computed using per person per day consumption expenditure.

Metric ton(s)

One MT equals 1,000 kilograms.

Minimum Acceptable Diet (MAD)

MAD is a measure of nutritional status of children that considers both frequency and diversity of diet. The method of measurement depends on the age of the child. If a child meets the minimum feeding frequency and minimum dietary diversity for his or her age

group and breastfeeding status, then the child is considered to be receiving a minimum acceptable.

Pipeline and Resource Estimate Proposal (PREP)
A PREP describes a recipient's food aid resource needs and activities for an award over the course of the upcoming FY, even if additional resources will not be requested. PREPs must be submitted annually for every RFSA on a date negotiated by the recipient, BHA/Washington and the BHA/Mission and/or Regional Office, as appropriate.

Prevalence of Poverty
Prevalence of poverty is the proportion of a population expending less than $1.25 per day, converted into local currency at 2005 "Purchasing Power Parity" (PPP) exchange rates, for food and other essential consumables, as opposed to durable assets. Measurement is based on the value of average daily consumption expenditure per person. Food and other items that a household produces for consumption are counted as if the household purchased those items at market prices.

Safety Net
Safety net is a system to transfer cash and or in-kind transfers to extremely poor and vulnerable households, with the goal of protecting families from the impact of seasonal food shortage, economic shocks, natural disasters, and other crises.

Stunting
Stunting is the impaired growth and development that children experience from poor nutrition, repeated infection, and inadequate psychosocial stimulation. Children are defined as stunted if their height-for-age is more than two standard deviations below the WHO Child Growth Standards median.

Sustainable Agriculture
The term sustainable agriculture (U.S. Code Title 7, Section 3103) refers to an integrated system of plant and animal production practices having a site-specific application that will over the long-term:
- Satisfy human food and fiber needs.
- Enhance environmental quality and the natural resource base upon which the agriculture economy depends.
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls.
- Sustain the economic viability of farm operations.
- Enhance the quality of life for farmers and society as a whole.

- Sustain farmers, resources and communities by promoting farming practices and methods that are profitable, environmentally sound and good for communities.

Underweight

Underweight is a condition of weighing less than is considered nutritionally healthy—either due to slowed growth (stunting) or thinness (wasting). For BHA, the condition of underweight for children under 5 years of age is determined by comparing an individual's weight to an age- and sex-specific standard group of children.

Underweight among Women of Reproductive Age

For women, underweight is based on having a body mass index < 18.5 kg/m2. The prevalence of underweight women indicator measures the percent of non-pregnant women of reproductive age (15-49 years). To calculate an individual's BMI, weight and height data are needed. Body mass index is equal to weight (in kg) divided by height squared (in meters) multiplied by a correction factor. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the BHA RFSA Indicator Handbook 1, Baseline Indicators.

Value Chain Activities

Value chain activities in agriculture are defined as a set of actors and activities that bring a basic agricultural product from production in the field to market, where at each stage value is added to the product. The primary intent of a value chain activity is to add value to market the commodity, either through minimizing production cost, increasing value post harvest, or adjusting with the cultivation or harvest time when the value chain actor can fetch a premium price. A value chain can be a vertical linking or a network between various independent business organizations and can involve processing, packaging, storage, transport and distribution. Value chain activities include, but are not limited to, pre- and post-harvest activities, such as joint purchase of inputs, bulking, transporting, sorting, grading, processing, trading/marketing (wholesale, retail, export). Awards for which this indicator is applicable need to pre-identify a list of value chain activities that the project will be promoting during the award so that the baseline survey is able to measure the percentage of farmers that are already practicing these specific value chain activities. This will later be compared to the percentage of farmers practicing these value chain activities during the final evaluation survey at the end of the award.

Vulnerable Children

According to the PL 109-95 Implementation Strategy (May 2006), highly vulnerable children are "children and youth who are under 18 years whose safety, wellbeing, growth and development are at significant risk due to inadequate care, protection, or access to essential services." Refer to www.childreninadversity.gov for further information.

Women's Dietary Diversity Score

Women's dietary diversity score is a measure of the micronutrient adequacy of the diet based on the mean number of food groups consumed in the previous day by women of reproductive age (15–49 years). Data is tabulated by averaging the number of food groups consumed out of the specified nine food groups across all women of reproductive age in the sample with data on dietary diversity.

Annex B: AR Narrative Report Template

Cover page

The cover page of the AR narrative must include the following table:

Reporting fiscal year	FY 20XX
Recipient Organization/Name	
Geographic Area (e.g., country)	
Award Number	
Activity Name	
Activity Start Date	
Activity End Date	
Submission Date	(*mm/dd/yyyy*)
List of AR Documents Uploaded	
Recipient HQ Contact Person Name, Email, Phone, Office Address	
Recipient Field Country Contact Person Name, Email, Phone, Office Address	

1. The AR narrative should be no more than 23 pages in length, excluding cover page, list of acronyms, photos, and attachments.
2. AR narrative should be prepared in Microsoft Word in 12-point, Arial font with one-inch margins, left justification, and a footer on each page with the page number, date of submission, award number, and food security activity name.
3. Include an acronym list.
4. Avoid using jargon and technical terms specific to the award.
5. Spreadsheets should be prepared in Microsoft Excel in 10-point, Arial font, with print areas set to 8.5 x 11-inch, letter-sized paper.
6. In the AR Narrative, please provide a list of all partner uploaded documents in ART, such as baseline report, evaluation report, and any other study report.

Executive Summary

As part of reporting requirements for the Global Food Security Strategy, BHA requests recipients provide a brief summary describing the operating context during the FY, geographic location, purpose of the activity, key approaches and interventions, goals and main target beneficiaries, and how gender and youth issues are integrated in program implementation. Please indicate the proportion of women, men, youth (disaggregated by sex), girls, and boys that the activity targeted in FY21. This should be no more than one short paragraph.

Theory of Change

The AR should include a brief section on the Theory of Change (ToC). Based on the analysis of the annual performance indicator data, the recipients are requested to review the likelihood of achieving the desired outcomes. This section should include a concise description of changes made to the ToC during the reporting FY. It is possible for an recipient to achieve FY targets, but have annual monitoring show only a marginal achievement of the desired outcome due to a variety of reasons: the quality of implementation might be an issue (e.g., poor or insufficient training, etc.), and/or contextual factors might have influenced the intermediate outcomes negatively (e.g., drought, unavailable/inaccessible high quality inputs, etc.), and/or the conditions identified on the pathway of change might not be sufficient (e.g., farm-size is too small to produce enough food). The recipient should also revisit and validate the assumptions made by the activity design team. The recipient should provide a brief overview of which gender and youth issues have been prioritized with regard to the theory of change and specific purposes, if the ToC has changed as a result of these gender and youth issues and how this has affected aspects of program implementation (for example activities may be modified, undertaken at different times, or dropped if women or youth cannot participate as planned).

Activity Interventions and Results

Recipient should present the achieved results against targets for the reporting FY. Recipients should not overload the narrative with indicator results; the purpose of this section is to analyze and explain the activity's progress over the past year using select indicators that help tell the story. Gender and youth issues should be discussed throughout the narrative describing: 1) what the gender and youth issues of concern are by purpose, 2) how the activity addressed these issues, 3) how this impacted implementation of interventions under each purpose, 4) and how gender and youth issues were integrated in program implementation of each purpose (what was done for example in terms of type of intervention, targeting of intervention, timing of activity, etc.). While discussing the gender and youth issues, BHA encourages recipients to synthesize and discuss findings from RiA performance monitoring indicators PM03,

PM06, PM11, PM14, PM16, PM17, PM32, PM34, and PM35. The synthesis should highlight the indicator estimates disaggregated by sex and age wherever possible.

During the analysis and in the narrative, reference any sex-disaggregated results, making sure to address any significant discrepancies in actuals across sexes and by age groups, e.g., if significantly more women were reached than men (and vice versa), or significantly more older women than younger women were reached, and discuss the implication on achieving purposes and sub-purposes. Discuss how data will influence technical strategies, activities, underlying assumptions, or the activity's ability to achieve key outputs or outcomes, where applicable. Organize the narrative by the components of the LogFrame (e.g., by goal, purpose, sub-purposes, intermediate outcomes, and outputs).

Illustrative analysis example: In "x" award, there is Purpose 1.3, Diversification of income sources in men and women increased. The ToC is *"not only is it necessary that families increase their production for access to food, but also to increase their income to procure a variety of foods."* The hypothesis is that *"when families increase their income sources, they are more likely to also increase diversification of and access to food."* Using this example, recipients should consider the following illustrative questions and present the analysis in the AR narratives:

- What are the most relevant indicators in the IPTT within Purpose 1.3 during the reporting year?
- Do the results demonstrate progress or lack of progress towards achieving planned intermediate outcomes - and why?
- Have income sources increased or decreased and what happened to men and women's participation as a result of the change?
- What contextual, underlying assumptions, programming changes, technical strategies or key interventions led to the changes? What does that imply about the technical approach, quality of the intervention, targeting, gender dynamics or other factors?
- During the reporting year, is there evidence that the hypothesis is working or not? Is there a logical progression from outputs to outcomes?
- Based on all the above and any other evidence (quantitative or qualitative) including analysis of annual surveys, comparison against the last FY, participant feedback etc, what is the level of progress towards achieving the outcome?

Illustrative example on identifying the most relevant indicator: For example, a recipient can tell a story about increased yield and sales using the following indicators:

- PM13 - Number of individuals who have received USG supported short-term agricultural sector productivity or food security training
- PM16 - Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance
- PM12 - Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management with USG assistance
- PM15 - Yield of targeted agricultural commodities among program participants with USG assistance
- PM33 - Value of annual sales of farms and firms receiving USG assistance

Environment Integration

Refer to Annex F on how to integrate environmental risk analysis into the narrative rather than discussing it as a separate cross-cutting section. Make sure to explain how significant environmental indicator results from the EMMP are being reflected in the overall M&E performance indicator results.

Gender Integration

In addition to integrating gender and youth issues in the narrative of the AR, use the gender checklist provided in Annex E to review and check the AR narrative to ensure gender and youth issues are appropriately and adequately integrated throughout the narrative. It is important for recipients to provide a clear analysis of how gender and youth issues are integrated in the activity, specifying what the gender and youth issues are and how these have affected activity outcomes or how these were addressed by the activity to achieve targets and objectives. Make sure to explain any significant gender differences or gaps in the results being reported.

Market, Local Regional and International Procurement (LRIP), and Modality Actuals

Analyze and present the results from market assessments and monitoring (for both source and last mile markets). Analyze and present the data reported in the Local Regional and International Procurement (LRIP) and Modality Actuals Table in the AR. Some questions to consider are:
- What were the delivery challenges and how were they addressed?
- Were the transfers always on time? If delays, what was the extent of the delay? How did the delayed transfer affect the food security/welfare of the participating households?

- Did the transfer achieve intended objectives and intended benefits? For example, targeting women has an implicit objective, but experience shows that in many cases women do not get to decide or control the use of the transfer.
- Were there any problems redeeming vouchers, and what was the effect on the local market? In the case of local, regional, and/or international procurement (LRIP), how did it affect the market?

Analyze and present results from market assessments and monitoring (for both source and last mile markets). Discuss trends and potential programming impacts. If the reported prices change over time, comparisons should be made to any regular seasonal changes of prices. Unexpected market impacts or disincentives to local production should be explained in the AR, along with course corrections made. This requirement is not applicable for IFRP awards.

Implementation quality and challenges

Describe the systems used by the activity to identify implementation challenges and how those challenges were addressed. How did the activity assess implementation quality? Describe how award management facilitated implementation, and discuss any major challenges, both internal and external, that might have hindered implementation during the reporting year. Report on new initiatives, innovations (e.g., approaches, methods, tools, and processes), and collaborations with other stakeholders and briefly describe the implications and challenges.

Resilience Food Security Activities Responding to Emergency Needs

During the FY, if a RFSA implemented emergency intervention to respond to a shock, the recipient needs to describe the interventions and outputs. In addition, the section should also describe the overall effect on planned resilience interventions because of the shock.

Challenges, Successes, and Lessons Learned

Present a summary of key challenges encountered, notable successes, and lessons learned during the reporting FY. This section should focus on the following:

Challenges: Describe the obstacles, factors contributing to the obstacles, the timing and how the problem was identified, and steps taken (or in the process of being taken) to address those.

Successes: Describe the successes, factors contributing to the success, and how the activity will build on or leverage the success for future interventions.

Lessons learned: Describe the lessons learned (e.g., identifying the need for literacy programs to be incorporated because they are essential in creating and sustaining women's cooperatives). It is important to share *how* the lesson(s) learned have been or will be applied to the activity in the following fiscal year(s). BHA is also interested in learning of any plans to institutionalize the learning.

Confirmation

By submitting this [annual/final] report, [partner] confirms that it has met all reporting and notification requirements for the reporting FY/LOA as stipulated in its award.

Annex C: AR Narrative Quality Review Checklist

To ensure that key AR components are effectively organized, analyzed and presented in the narrative, consider the following:	Yes	No
Are the operational environment and enabling factors that facilitated or hindered the achievements of planned results and interventions explained (e.g. environmental conditions or contextual factors including government policies, stakeholder coordination, management issues)?		
Are any major challenges to implementation highlighted and explained? This might include: quality of services (i.e. training, other inputs), technical challenges, sub-optimal design of interventions, missing complementary services, or other critical barriers that are yet to be addressed.		
Does the narrative describe concisely how the activity will address any issue/challenge identified and the lessons learned during the reporting FY?		
Does the narrative address key management issues that have impacted the award during the FY (including partnership, staff turnover, inconsistent leadership, inadequate staff training, frequent breakdown of the resource pipeline etc.)		
Are any deviations from the original or most-recently approved activity design identified?		
(If applicable) Did the resilience activity implement emergency interventions during the FY? Does the AR narrative include a description of these emergency interventions and the implications of the emergency/shock on the resilience interventions and results?		
Does the report present and interpret the analysis of the most relevant indicators for the reporting FY (including performance trends) to tell the story?		
Are interventions and outcomes for this FY analyzed against planned interventions and output/outcome targets to demonstrate how the award performed against the targets and the ToC?		
Does the analysis highlight important differences in results across geographic areas, sex or age of project beneficiaries, or other relevant sub-groups?		

To ensure that key AR components are effectively organized, analyzed and presented in the narrative, consider the following:	Yes	No
Is there an analysis, corrective action, and explanation for the need to adjust future targets (if applicable)? Is this information included in the deviation narrative?		
Does the narrative describe the quality of interventions, technical strategies and linkages to the level of adoption of desired behaviors or practices?		
Does the narrative identify which targeted group(s) did or did not benefit as planned from interventions during the FY? Does the narrative explain why?		
Does the narrative describe the status of the sustainability strategy including what interventions were implemented during the FY to promote sustainability and how any challenges to sustainability were addressed?		
Is sex and age disaggregation and gender analysis integrated throughout the narrative? *Refer to checklist for integrating gender.*		
Is environmental protection integrated throughout the narrative? *Refer to the checklist for environmental integration.*		
Is community participation integrated throughout the narrative?		
Does the narrative describe the progress in strengthening local systems – local government, CBOs, community groups, and the private sector and who contributes to the anticipated outcomes?		
Does the narrative describe the use and results of performance and process monitoring, and evaluation (if it occurred during the reporting year)? What adjustments were made because of the monitoring and evaluation, the challenges, and corrective measures taken?		
Does the narrative identify sources and methods used to obtain the information reported including beneficiaries /stakeholder feedback, PDM, and/or survey results?		
Are indicators referenced by IPTT # in the narrative?		
Are the most relevant and useful references and attachments included in the report and uploaded to the PRT?		

Annex D: Reporting Indicator Results in IPTT and ART

Annex D provides information on changes/updates made in baseline/endline and monitoring indicators. Recipients are required to make the following changes to their IPTT and PIRS as applicable.

The August 2021 Updated Handbook, Part I: Baseline/Endline Indicators which includes revised PIRS is on the [BHA RFSA webpage](). Recipients should update their IPTT and PIRS with the following changes per the updated Handbook and submit the revised documents during the next PREP.

Overall changes (all active RFSA/DFSA):
- Indicator numbering pattern updated to two digits (e.g. XX01, XX02, etc.), indicator prefix changed from "M" to "PM (performance monitoring).
- Replacement of references to "FFP" and "Food for Peace" with "BHA" and "Bureau for Humanitarian Assistance"
- Replacement of references to "DFSA" and "development food security activities" with "RFSA" and "resilience food security activities"

Specific Indicator changes (as applicable):
- BL37 - "In the past 12 months" added to the indicator title; "Spouse" disaggregate removed
- BL16 - Removed "31+ minute R/T" disaggregate
- BL03 - Updated to reflect weight-for-height, replacing weight-for-age

BL41, BL42 and BL43 - Expanded and made consistent age disaggregates for women and men

The June 2021 Updated Handbook, Part II Monitoring Indicators which includes revised PIRS is available on [BHA RFSA webpage](). Recipients should update their IPTT and PIRS with the following changes per the updated Handbook. Recipients should plan to submit their revised PIRS with their PREP.

Specific Indicator Changes (as applicable):
- PM27 - Updated definition sentence with "Screening, referral, admission and discharge should be conducted according to national guidelines."
- M39 replaced with PM40; Indicator CBLD-8 replaced with CBLD-9
- PM06 - Expanded Data Source and Method and updated Base Value Information
- PM24 - Updated Base Value Information

Annex E: Integrating Gender, Youth and Social Dynamics in ARR

To determine the key gender, youth, and social dynamics issues to report on in the AR and ensure they are effectively presented in the narrative, consider the following.	Yes	No
1. Reviewed the gender analysis to recall the gender, youth, and social dynamics concerns and opportunities identified within the ToC, or each Purpose/Sub-purpose, and ensure award is addressing issues and implementing recommendations?		
2. Discussed with colleagues and stakeholders their perception of whether women, girls, boys and men are all benefiting from interventions and their potential is being tapped across activity components? Ways in which gender roles and relations may be aiding or impeding interventions and outcomes? Whether interventions are changing- for better or for worse- gender norms, roles and relations between women and men, among older and younger men and women? How interventions are affecting women's time and what, if anything, can be done about it? Are there any important differences or considerations by women's age? If the attempt to empower women is creating excessive friction in households with the risk (or actual result) of triggering Gender-Based Violence? Are there any important differences or considerations by women's age?		
3. Indicated where targets versus actuals for sex and age disaggregated data presented in the IPTT/SAPQ differ significantly and provided possible explanations why?		
4. Provided a visual presentation of select indicators by sex and, if possible, age (e.g., graphs, charts, tables) that is useful to the reader to put the results from the FY in context with progression towards the FY targets?		
5. Used qualitative and quantitative data to explain gender differences/ gaps related to the results in the narrative?		

To determine the key gender, youth, and social dynamics issues to report on in the AR and ensure they are effectively presented in the narrative, consider the following.	Yes	No
6. Discussed the implications (the "so what?") of the reported results as it relates to achieving outcomes for men and women, girls and boys?		
7. Identified where changes should be considered (activity implementation, ToC) to make the award more sensitive to gender, youth, and social dynamics issues?		
8. Considered specific actions the activity could take to address gender and youth gaps revealed by the annual monitoring results?		
In Summary – *have you*		
9. Provided a reflection/introspection on how the award is integrating gender, youth, and social dynamics to promote gender equality in order to achieve activity/BHA objectives (e.g., is it working, does it need to be adjusted)?		

Annex F: Integrating Environment in ARR

To determine the key environmental risks and opportunities to report on in the AR and ensure they are effectively presented in the narrative, consider:	Yes	No
1. Reviewed biodiversity, tropical forestry, climate and geological hazard risk analyses, environmental compliance documentation, and relevant Pesticide Evaluation and Safer Use Action Plan or Environmental Assessment for nature-based risks and impacts? Strategically addressed climate and environmental risks and opportunities via incorporation into the ToC, indicators, Purposes/Sub-purposes and/ or EMMP?		
2. Discussed with colleagues and stakeholders their perception of: How the activity has avoided causing detrimental impacts to the environment (e.g., activity-derived deforestation)? How the activity can improve community resilience to environmental degradation and weather risks (e.g., water quality and supply)? How the activity can work with the community to rehabilitate degraded natural resources relevant to food security (e.g., poor soil fertility)? How the activity can strengthen knowledge, and change attitudes among target beneficiaries to better manage communal natural resources (e.g., eradication of invasive plants)?		
How the activity can improve community resilience to environmental degradation and weather risks (e.g., water quality and supply)?		
3. Indicated where targets versus actuals for climate indicator data presented in the IPTT/SAPQ differ significantly and provided possible explanations why?		
4. Interpreted the results (e.g., in livelihoods or safety nets) to ensure that short-term annual gains are not at odds with longer term sustainability described in the project's EMMP?		
5. Used qualitative and quantitative data to explain hydro-meteorological, geohazard risks and impacts to natural resources related to the results described in the narrative?		
6. Discussed the implications (the "so what?") of the reported results as it relates to achieving activity outcomes that do no harm to the environment?		
7. Involved the community in making the activity more environmentally		

To determine the key environmental risks and opportunities to report on in the AR and ensure they are effectively presented in the narrative, consider:	Yes	No
sensitive while increasing management of weather-related risks?		
8. Considered specific actions that activity could take to address environmental risks revealed by the annual monitoring results?		
9. Provided a reflection on how the activity is integrating perspectives of environmental impacts and risks in order to achieve activity/BHA objectives (e.g., is it working, does it need to be adjusted)?		

Annex G: Humanitarian Stories - Communicating Program Impacts

Why are stories about BHA-funded programs valuable?

Stories about USAID's lifesaving programs help to educate key stakeholders and the public about the impact we have in the lives of people around the world. The stories should describe BHA-supported activities using non-technical language and explain program results and/or their benefits in a way understood by the average person.

What type of stories is BHA expecting?

BHA seeks stories about our programs that go beyond dollar amounts and the specifics of how many metric tons of assistance was delivered. Instead, we encourage partners to focus on the transformative impacts of the program, highlighting personal stories, or sharing new or cutting edge innovations. The most effective stories focus on the following:

- **People** and how they're **empowered** to help themselves
- **Sustainable change** rather than one-off successes
- Permanent **"leave behinds"** created, such as new infrastructure, skills that have a lasting impact, or reduced need for outside help in the future due to program results

Topics of interest include:

- Addressing climate change
- Mitigating the impact of future disasters
- Empowering women and youth
- Highlighting creative approaches that use technology or other innovations that clearly improve response
- Building the resilience of people, families, and communities
- Demonstrating outcomes and results. We know this is a much more difficult request than simple output information (e.g., number of people trained vs. how that training changed a person's behavior), but to the extent possible, USAID encourages partners to submit stories with this information.

How will my story be used?

Selected stories may be showcased on BHA's Facebook page, BHA's Twitter handle, or BHA's Instagram account. They may also be included on USAID's website, in BHA annual reports and in other communications products that highlight the work of BHA and its recipients. In addition to uploading these stories to the BHA Awards Results Tracking System (ART), please also feel free to send stories and photos to: BHA.Comms@usaid.gov and copy respective AOR. If you do, please provide Award Number, Award Name, Partner Name, and Country of Implementation in the email.

What does a great success story look like?

Stories should include the following sections (<u>text does not have to be in this order</u>):

1. Title or Heading (approximately 5-10 words including country and/or region of award)
2. 1-2 sentences (approximately 50 words) briefly describing the situation in the country that required BHA assistance.
3. 3-4 sentences (approximately 100-150 words) describing the award being implemented in country.
4. 1-2 sentences (approximately 25-50 words) describing why that activity was the most appropriate response to the situation described.
5. 1-2 sentences (approximately 25-50 words) describing the results and success of the implemented award.

What are some DOs and DON'Ts of writing Success Stories?

DO…

● DO think big picture and include a good explanation of the program that explains, in a conversational tone, how the program is saving lives.
● DO use powerful statistics or facts that illustrate how the BHA-supported activity is making a difference: Example: With support from USAID's Bureau for Humanitarian Assistance, every single household in the community has access to safe drinking water.
● DO include quotes as much as possible because these bring a story to life.
● DO include a beneficiary or person involved in the activity because good characters make a bigger impact than facts. For beneficiaries, include complete information – name, age, village, family information, if available.
● DO include results, after all, that's why we're sharing these stories!
● DO create emotional/personal details that bring viewers into the story.
● DO include photos. Photos should be colorful, depict action, capture people's attention, and feature a main character if that's the story's focus. We love photos with USAID branding.
  ● Note: Please provide only a .jpg, .bmp, or .gif file with at least 300 dpi (dots per inch) resolution. The photo caption should include the photographer's name and organization as well as a caption of 25 words or less summarizing what is occurring in the photo, including date, location, and names of person(s) in the photo.
  ● For all beneficiaries named or photographed, we require informed consent, and defer to the partner organization on their own procedures for obtaining that consent. Partners can also consult with the USAID mission in the

country in which they are working to get any country-specific guidance on beneficiary consent.
- DO keep things short. These stories don't need to be long or drawn out. Shorter is better, and we prefer them to be written in a narrative style.

DON'T…
- DON'T use acronyms
- DON'T use technical speak
- DON'T use statistics that present numbers or percentages with no sense of context or scale
- DON'T lead with $$ amounts

Last but not least, remember that these stories are a way to tell the world about the great work that USAID and our partners accomplish every day!

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